# Automated Contract Preparation System

Element Guide
June 2001

Finding Information in ACPS

There are four main areas to go through in creating any type of document, whether it be a purchase request, solicitation or contract. There areas are: Document level, Line Item level, Delivery level, and Assembly. In any given document, there are many variations. ACPS is able to include as many or as few of those variations as you need for a given document. This guide will show you at a glance where you can find the various elements that may be appropriate for your document.
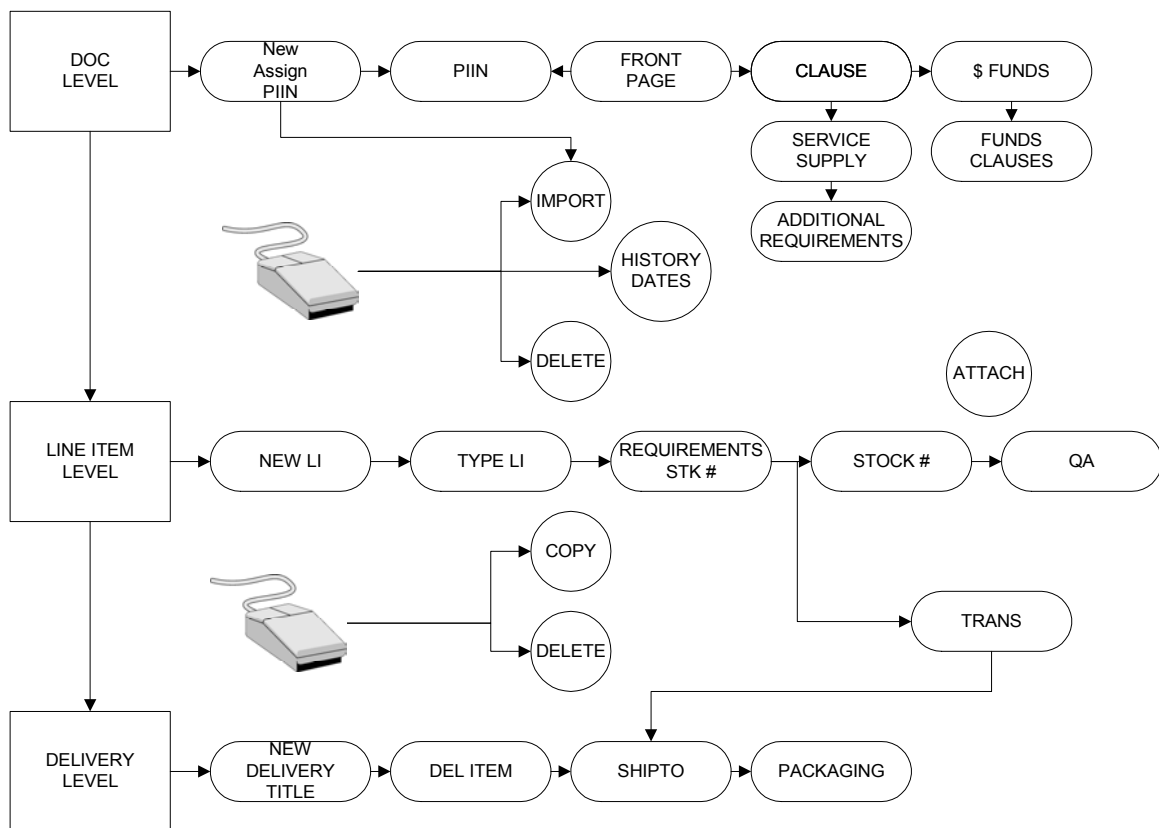
Document Level
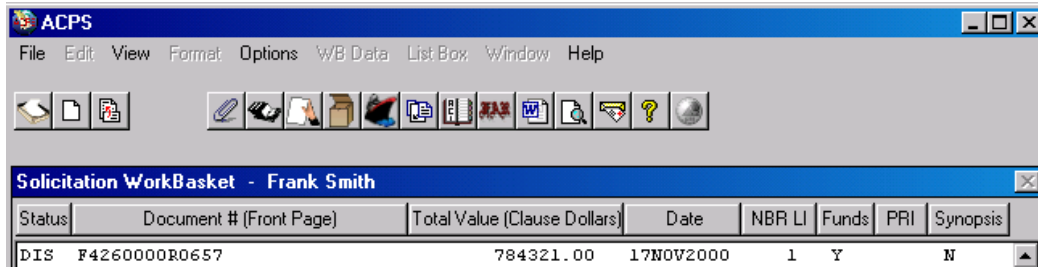
Document # (Front Page) Button
DO/DX Rating
SCD Code
NAICS

Awardee Info Button

    Doc Detail Button
    Evaluation Criteria
    Indefinite Delivery Contract
    Unpriced Actions (Definitizations)

        RFP Button
        Decisions Will be Held to Evaluate Offer and Award
        Government will Accept Alternate Proposals
        Information for Planning Purposes
        Facsimile Proposals
        Place of Performance Different from Address of Offeror
        Audit and Record Negotiations Examination by Comptroller General Waived
        Order of Precedence
        Technically Acceptable Source Selection Process
        Pre-proposal Conference
        Security Clearance Required
        Award to be made on All or None Basis
        Proposal Samples Required
        Price Competition anticipated but may not be realized
        Intent to Incorporate Contractor's Proposal
        Use of Non-Government Advisors
        Prime Contractor Must Agree to Cooperate with Service Contractor
        Contractor May be Required to Travel
        Contractor Required to Conduct Training
        Previously Qualified Offerors When Qualification Requirements do not Exist

Total Value (Clause Dollars) Button
Clause Dollar Threshold

Type Document (Service/Supply)
Competition (8a, Set Asides)
Labor Laws

Additional Requirements Button
Liquidated Damages
Special Contracting (Options, Multi Year, Demonstration Milestones)
Small Business Subcontracting
Privacy Act
Foreign Acquisition
Patents, Data and Copyrights
Bonds and Insurance
Taxes
Protests, Disputes and Appeals
Contract Administratiion
Contract Modifications
Engineering Change Proposal
Subcontracting Policies and Procedures
Value Engineering
Termination of Contracts
Indemnification Required
Use of Government Sources
Solicitation Provisions and Contract Clauses

Line Item Level

LI# Button
Pricing Arrangements
Line Item Quantity
Foreign Conditions
Quantity Variations
GFP

SVC/FSC Button
Stock Number descriptions

Program Equipment Codes
Manufacturer/Part Numbers
Preamble
Title

Type LI Button
Input Schedule
Alternate Stock Number
Associated PRs
Sub Line Items
       Quantity Range
       Quantity Discount
       First Article (Also **FA** button at top of screen)

Funds Button
Fundcites and ACRNs
       Payment Method Button (EFT)
       Clauses Button
       Cost and Pricing
       CAS
       Contract Financing

QA/Insp Accp Button
Quality Assurance
Inspection/Acceptance

Ship To Button (Single Code)
Ship To codes
Name and address

Trans Button
Transportation Specifics

Pack Button (Single Code)
Packaging Information

Delivery Level

Qty Button (To change delivery quantities)

Start / Stop Button
After Receipt Of
Specified Date
TBC
TBD
Delivery Period
Specified Period

Ship To Button (Multiples)
Ship To Codes
Name and address

Pack Button (Multiples)
Packaging Information

Requisition No. Button (Multiples)

Priority Button